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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: July 31, 2001

SUBJECT: SAFETY MEETING IDEAS -- AUGUST 2001

Suggested issues to discuss during your next meeting are:

1. Proper Lifting is Essential

The most common work injury is also the one you can most easily prevent? Injuries to the lower back affect half the nation's workforce at some time during their working lives. Don't let it happen to you! Back injuries usually result from mistakes made in lifting things. The good news is that you can take steps to avoid becoming a statistic:

- Before you pick up that item be sure you know you can lift it.
- Position your feet properly (one foot goes next to the load and the other goes behind it), squat down keeping your head erect and your back straight, and lift the load using your full palm. Fingers alone are too weak.
- Draw the load close to your body and keep your elbows and arms near you. Center your body weight over your feet, then start lifting with a thrust of your leg.
- If you must turn, don't twist your body. Point your foot in the direction you're turning.
- ARB employs movers on a regular basis--if it is something large, bulky or heavy, contact Business Services to find out when movers will be available to assist you.

2. Sharing the Road with Large Trucks

It may sound obvious, but trucks are not large cars. To reduce the chance of a crash with a truck, motorists must be familiar with a truck's physical capabilities and common maneuvers. Stay away from a truck's blind spots (10-20 feet in front, 200 feet in rear, and 50 feet left and right). If you can't see the truck driver in his side mirror, he can't see you. Be aware of a truck's right turn procedure (trucks require a wider turn and turn from the center lane). Be aware of a truck's braking distance. Did you know that a loaded tractor-trailer with hot brakes going 55 mph takes 430

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

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feet to stop? An empty tractor-trailer going 55 mph takes 249 feet to stop. Never cut off a truck, the driver may not be able to stop in time

When passenger vehicles cut in too soon after passing a truck, then abruptly slow down, commercial vehicle drivers are forced to compensate with little time or room to spare. Because it takes longer to pass a large vehicle, you should maintain consistent speed when passing and be sure you can see the entire cab of the truck in your rear view mirror before pulling in front of the truck or bus. For more information check out the Network of Employers for Traffic Safety Website <http://www.trafficsafety.org/library/share/index.cfm> to learn more.

3. Emergency Evacuation Assistance Information (Cal/EPA Form-005)

In order to be prepared to assist anyone who may have mobility difficulties during a drill or emergency evacuation, we're asking those people to complete the Emergency Evacuation Assistance Information (Cal/EPA Form-005). This way we can plan on how to assist them. At 1001 I Street there is an area of refuge in the stairwells that provides safety for up to 2-hours. We will need to determine the best plan of action for employees in other facilities. The form is attached to this memo and is also available on ARB's website. The hard copy form should be mailed to Cindy Francisco. It should be noted that forms should be completed from employees with short-term mobility problems such as broken legs, etc.

Document your meeting by using Form [HS-1 "Safety Meeting Report"](#) which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.